

TROY MUNICIPAL CIVIL SERVICE COMMISSION

Minutes of Meeting June 21, 2016

Present: Commissioner Sullivan, Commissioner Scales, and Executive Secretary Mahoney

Absent: Chairperson Rauh

Guests: Irene Sorriento (COT) and Latasha Bosh (COT)

Commissioner Scales called the meeting to order at 9:30 A.M.

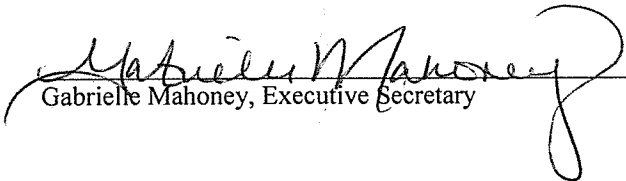
- 1) **Consider the minutes of the May 17, 2016 meeting.** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0
- 2) **Review and revise the eligible list for Librarian I exam# 1604.**
Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0.
- 3) **Consider reinstatement request from candidate to be reinstated to the Executive Secretary # 63621 eligible list.**
Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 4) **Establish an Eligible list for four (4) years for Assistant Building Plans Examiner (o.c.).**
Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0
- 5) **Establish an Eligible list for four (4) years for Assistant Code Inspector (o.c.).** Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 6) **Establish an Eligible list for four (4) years for Assistant Code Inspector (prom.).**
Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 7) **Establish an Eligible list for four (4) years for Code Inspector (o.c.).**
Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 8) **Establish an Eligible list for four (4) years for Code Inspector (prom.).**
Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 9) **Establish an Eligible list for four (4) years for Housing Code Technician (o.c.).**
Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 10) **Establish an Eligible list for four (4) years for Purchasing Manager (o.c.).**
Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 11) **Consider an MSD-222 to establish a new position tentatively titled Security Guard (Troy Public Library).**
Following review, a motion was made by Commissioner Scales, seconded by Commissioner Sullivan, all voted in favor, 2-0.
- 12) **Consider a job specification tentatively titled Security Guard (Troy Public Library).**
Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0
- 13) **Consider a revision to the job specification for Deputy Comptroller for Financial Operations (COT).**
Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0
- 14) **Consider a revision to the job specification for Chief Account Clerk (COT).**
Executive Secretary Mahoney explained to the Civil Service Commission that the general job specification for Chief Account Clerk is currently utilized by Troy Housing Authority and will remain as is. Executive Secretary Mahoney

further explained the revisions to the job specification for Chief Account Clerk are designated only for City of Troy that will include additional responsibilities. Following review, a motion was made by Commissioner Sullivan, seconded by Commissioner Scales, all voted in favor, 2-0

The next meeting is tentatively scheduled for Tuesday, July 19, 2016 at 9:30 A.M., in the Troy City Hall main conference room.

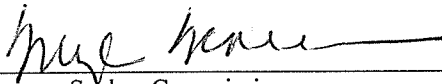
The meeting was adjourned at 9:47 A.M.

Respectfully submitted,

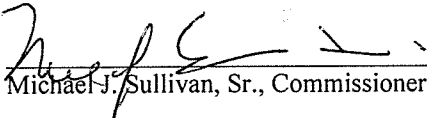


Gabrielle Mahoney, Executive Secretary

William Rauh, Chairperson



Suzanne Scales, Commissioner



Michael J. Sullivan, Sr., Commissioner